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LANCASTER COUNTY
CLERK

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF AMENDING)
THE LANCASTER COUNTY)
PURCHASING MANUAL)
)

RESOLUTION NO. R-12-0103

WHEREAS, the purpose of the County Purchasing Act, Neb. Rev. Stat. §§ 23-3101 through 23-3115 (Reissue 2007), is to provide a uniform purchasing procedure for County purchases of equipment, supplies, other items of personal property, and services; and

WHEREAS, the Lancaster County Board of Commissioners have previously established a policy permitting one-time departmental purchases of materials, parts, supplies and equipment with an estimated cost of \$1,500 or less; and

WHEREAS, the Lancaster County Board of Commissioners desires to amend the purchasing policy to adjust the \$1,500 threshold for one-time purchases of \$3,000 or less which utilize Lancaster County General funds or Federal Grant funds effective January 1, 2013; and

WHEREAS, the purchase of materials, parts, supplies, equipment and some services using Federal Grant Funds will be designated as a Micro-Purchase and the County shall follow the Micro-Purchase process for all purchases of \$3,000 or less which utilize Federal Grant funds as reflected in Attachment "A" to this resolution; and

WHEREAS, the proposed policy change reflects the Federal Acquisition Regulation (FAR) and the Federal Transit Authority procurement requirements.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, Nebraska, effective January 1, 2013, the Lancaster County Purchasing Manual is amended as follows:

1. To allow for one-time departmental purchases with an estimated cost of \$3,000 or


less for those purchases using Lancaster County General funds or Federal Grant funds.

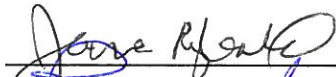
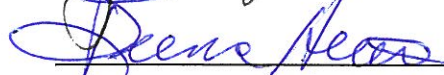


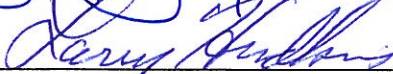
2. The one-time departmental purchase of materials, parts, supplies, equipment and some services using Federal Grant funds will be designated as a Micro-Purchase and departments follow the appropriate adopted procedures for Micro-Purchases.

DATED this 18th day of December, 2012, at the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM
this 18 day of December, 2012.


Deputy County Attorney
for JOE KELLY
Lancaster County Attorney

REQUEST FOR CODE CHANGE
PURCHASING DEPARTMENT

The City/County Purchasing Department has been reviewing the policies and procedures in effect for the one-time purchase of materials, parts, supplies and equipment with an estimated cost of \$1,500.00 or less. It is our belief that the current threshold for departmental purchases less than \$1,500.00 should be adjusted to \$3,000.00 for all one-time purchases which utilize Lancaster County General funds as well as Federal Grant Funds. The purchase of materials, parts, supplies, equipment and some services using Federal Grant Funds will be designated as a Micro-Purchase. The \$3,000.00 threshold is consistent with the Federal Acquisition Regulation (FAR) and the Federal Transit Authority procurement requirements. The adjustment in the minimum threshold will bring all departments in line no matter the type of funding they utilize. In the event that a Federal Grant requires a lower threshold for Micro-Purchases, such amount will be utilized by the Department for those procurements. All other Lancaster County procurements will follow the current process for one-time purchases and Equipment Repair and Maintenance guidelines as listed in the County Purchasing Act and County Purchasing Guidelines.

The following Micro-Purchase process will be followed any time Federal Grant funds are used by Lancaster County Departments:

The department shall have a full understanding of what the Federal Grant Procurement requirements are before proceeding with a Micro-Purchase.

All Purchasing requirements shall be followed according to the County Purchasing Act and the County Purchasing Guidelines for Micro-Purchases with the following additions to the process:

The department shall select the quote that is determined to be fair and reasonable and meets the department's standards.

Following receipt of the product, the department shall stamp the invoice with an approved Micro-Purchase stamp (See below) and attach the quote information to the invoice copy which is kept in a designated file at the department.

The department shall keep all Micro-Purchases in a file for easy accessibility and auditing.

The Purchasing Dept. shall audit various departments using Federal Grant money on a random basis to ensure that this process is being followed and to discuss possible Annual Supply contract needs.

City Departments who are using Federal Grant Funds must contact Bob Walla in the Purchasing Department to order a Micro-Purchase stamp and provide information on the Federal Grants they are utilizing.

*** At no time will the policy listed herein supercede the Federal Grant Procurement Requirements set by the Grantor. It is up to the Department to read and understand the requirements of their grant and to work with the Purchasing Department to ensure compliance for all purchases.**

The Micropurchase stamp will read as follows:

Federal Grant Micro-Purchase

Date: _____

Dept: _____

Buyer: _____

Other Quotes Obtained From:

1. _____

2. _____

Price Fair & Reasonable Based On:

___ Lowest Quote

___ Catalog or Internet Price

___ Price same as previous purchase

___ Advertised Sale Item

___ Gov't Entity Contract

___ Other: _____

Received By: _____